

**DOCUMENTARY
EVIDENCE OF
AWARDS LIKE
BEST TEACHER
/ BEST
RESEARCHER
ETC.**

TRINITY INSTITUTE OF PROFESSIONAL STUDIES
SECTOR-9, DWARKA, NEW DELHI-110075

(Affiliated to Guru Gobind Singh Indraprastha University, Delhi)

Approved by Bar Council of India, New Delhi

"A+" Ranked Institution by SFRC, Govt. of NCT of Delhi

Recognized under Section 2(f) of the UGC Act, 1956

Accredited "A" by NAAC

SHREE OM PRAKASH
TANDON MEMORIAL
BEST TEACHER
SCHOLAR AWARD


DIRECTOR
Trinity Institute of Professional Studies
(Adj). Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075

NORMS AND PROCESS OF EVALUATION

1. Teachers with a minimum of two years experience as on 31 December of the year are eligible for competing for Shri O.P. Tandon Memorial Best Teacher-Scholar Award.
2. Only one Faculty Member of TIPS will be chosen BEST TEACHER SCHOLAR for each academic year.
3. There will be 360 degree appraisal: (a) Self Appraisal; (b) Students' Appraisal; (c) Appraisal by peers; and (d) Appraisal by Administration. The maximum marks allocated to these four appraisals are as follows:

(a) Self Appraisal	168
(b) Students' Appraisal	070
(c) Appraisal by peers	030
(d) Appraisal by Administration	135

TOTAL MARKS 403

4. The process of selection of Best Teacher Scholar for the year will be as follows:

In the first step only those teachers will be shortlisted who have at least scored the following marks in each of the four appraisals:

Description	Cut-off %age
Self Appraisal	40%
Students' Appraisal	75%
Peers' Appraisal	70%
Admn Appraisal	35%

In step two, from among the teachers shortlisted in step 1, the teacher scoring highest marks totaling the entire four criteria shall be declared Best Teacher Scholar of the year.

If in case there is not even a single teacher who qualifies according to the above mentioned criteria, then the teachers who qualify in at least three criteria will be shortlisted and the teacher scoring highest marks totaling the entire four criteria shall be declared Best Teacher Scholar of the year.

In case there is not even a single teacher who qualifies in at least three mentioned criteria, there will be NO award for Best Teacher Scholar in that year.

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**SH. O. P. TANDON MEMORIAL
BEST TEACHER SCHOLAR AWARD**

On the basis of year round evaluation, a committee evaluates each and every faculty who has put in two years of service in the Institute, based on the guidelines and norms provided to them. A self-appraisal form is filled in by each and every eligible faculty member within the cut-off date. The following award and rewards are conferred to the Best Teacher Scholar:

1. A certificate of the award
2. One Memento
3. A Cash Prize of Rs.21,000 (Rupees twenty-one thousand only)

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6. Professors will not be contender for this award.
7. Students of the two previous years with minimum 70 per cent of attendances are eligible for filling up of STUDENTS APPRAISAL FORMS.
8. Designated Chief Coordinators/ Teachers will get the Students Appraisal Forms filled up from various classes. They shall calculate the average marks scored by each teacher and submit the score sheet along with the appraisal forms to the Director.
9. Filled in Peer Feed Back Forms will be submitted by the teachers directly to the Director.
10. Teachers competing for the Award will fill up Self Appraisal Forms and submit the same to the Director along with proofs and documents wherever necessary. In the absence of proof and documents, where necessary, ZERO marks will be awarded.
11. Director will verify the facts/ claims mentioned in the Self Appraisal Form from the Chief Coordinators/ Students' Support In-charge/ Records.
12. Self Appraisal Forms will be assessed as per "marking key" in a transparent manner, i.e., marks allotted for each attribute shall be mentioned in the appraisal form itself.
13. A Committee comprising CCOE and maximum of two teachers who have been recipients of the award in the past will compute marks obtained by each teacher shall short list 03 names and submit the same to the Director for onward transmission to the Management for final selection of the winner.
14. Decision taken by the Management on the recommendations of the Committee will be final and no appeal against it will be entertained.

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**TRINITY INSTITUTE
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Sector-9, Dwarka, New Delhi - 110075



**RANK
AFFILIATED
INSTITUTE**



**GRADE
A
INSTITUTE**

SHRI O P TANDON MEMORIAL

TEACHER AWARD 20

THIS IS TO CERTIFY THAT

Dr. Arti Bajaj

ASSOCIATE PROFESSOR, DEPARTMENT OF CS & IT

HAS BEEN AWARDED THE BEST TEACHER ON 15TH NOVEMBER 2025

A. Agarwal
DIRECTOR

Trinity Institute of Professional Studies
(Adj. Metro Pillar No. 1160; Institutional Area)
Sector-9, Dwarka, New Delhi-110075

A. Agarwal

Dr. Ashutosh Agarwal
Director

R. Tandon

Dr. Reema Tandon
Vice Chairperson

R. Tandon

Dr. R K Tandon
Chairman

CEREMONY

DIRECTOR

DIRECTOR
Trinity Institute of Professional Studies
(Adj) Metro Pillar No. 1160, Institutional Area
Sector-9, Dwarka, New Delhi-110075